

FILED: *Records 21*  
 6-1  
 MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK ENDING - 16 JULY 1954

| 1. <u>TYPES OF MATERIAL</u>   | <u>DEPOSITS</u> | <u>WITHDRAWALS</u> | <u>BALANCE</u> |
|-------------------------------|-----------------|--------------------|----------------|
| A. (Measured in cubic feet)   |                 |                    |                |
| Documents                     | 1.7             | 0                  | 172.9          |
| Maps                          | 0               | 0                  | 43.1           |
| Negatives                     | 0               | 0                  | 125.2          |
| Cards (other than IBM)        | 0               | 0                  | <u>4.2</u>     |
|                               |                 |                    | 345.4          |
| B. (Measured by actual count) |                 |                    |                |
| Cards (IBM)                   | 8,400           | 0                  | 3,885,093      |
| Film (Reels) 35mm             | 8               | 0                  | 5,215          |
| Film (Reels) 16mm             | 0               | 0                  | 1,626          |

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

| <u>OFFICE</u> | <u>CABINETS</u> |
|---------------|-----------------|
| Commo.        | 1               |
| OCD           | 1               |
| OCI           | 1               |
| ORR           | 1               |
| ** OSI        | 2               |
| * DD/P        | <u>31</u>       |
| Total         | 37              |

3. ACTIVITY OF OFFICE PROGRAMS

|   |    |
|---|----|
| A. Total Offices  | 21 |
| 1. Number of Offices Depositing                                   | 20 |
| 2. Number of Offices Not Depositing                               | 1  |
| (Audit Office-Letter of Exception<br>5 Feb. 1952)                 |    |
| B. Number of Offices With Established Schedule                    | 10 |
| C. Number of Offices In Which Schedules Are To<br>Be Established. | 10 |
| D. Offices Depositing This Week                                   | 9  |
| E. Offices Delinquent in Depositing                               | 2  |
| (No deposit in last 30 days)                                      |    |
| Directors Office - No deposit since 18 June 54                    |    |
| DD/I - No deposit since establishment of<br>schedule on 11 May 54 |    |

\* Material not accessible to Repository personnel.

\*\* One of two cabinets not accessible to Repository personnel.

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